

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

		RPA #	C&P Analyst Approval	Date
Employee Name Click or tap here to enter text.		Division Standards Compliance Department		
Position No / Agency-Unit-Class-Serial Click or tap here to enter text.		Unit Health and Safety Program		
Class Title Emergency Services Coordinator		Location DSH Facilities		
Subject to Conflict of Interest <input type="checkbox"/> Yes <input type="checkbox"/> No		CBID	Work Week Group	Pay Differential
<p>Briefly (1 or 2 sentences) describe the position's organizational setting and major functions</p> <p>The Emergency Services Coordinator (ESC) assists the Health and Safety Officer (HSO) and other hospital management with planning, developing, evaluating, and coordinating the hospital's emergency plans, program communications and preparedness, mitigation, response, and recovery program and interactions with other local, state, and federal emergency preparedness agencies, as appropriate. The ESC is responsible for coordinating mutual aid, memorandums of understanding, and other emergency management agreements to mitigate risks threats to public safety and protect hospital employees, patients, and property.</p> <p>The ESC and the HSO represent the Hospital in developing a statewide system for emergency preparedness and planning in coordination with the DSH-Sacramento Enterprise Health and Safety Chief, and the Senior Emergency Services Coordinator (SESC) from the Statewide Quality Improvement (SQI) Division.</p> <p>Statewide travel (up to 10%) may be required.</p>				
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary.)			
30%	Develops, reviews, and prepares recommendations for the hospital's core emergency plans and preparedness activities. Assists with the research, planning, coordinating, evaluating, recommending, and applying methods and procedures during all phases of emergency planning, preparedness, mitigation, response, and recovery. Works with the DSH Statewide and hospital emergency preparedness teams to develop standardized products, practices, procedures, and exercises where appropriate and effective. (E)			
20%	Conducts research to support hospital management's evaluation of existing practices, procedures and policies that will improve program effectiveness. The ESC provides technical planning assistance to DSH programs and facilities. The incumbent must have knowledge of and the ability to integrate recognized industry standard protocols (i.e. the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), Hospital Incident Command System (HICS)) into departmental emergency management functions; thereby. supporting adherence to State and Federal statutes for			

	emergency management, regulations, and guidelines such as the California Patient Movement Plan, OES Business Continuity and Preparedness Plans, and The Joint Commission's emergency preparedness standards in coordination with the SESC, and other hospital's ESCs. (E)
20%	Assists with the activation of the Hospital's Emergency Operations Center (HEOC) in coordination with the Executive Team, Department of Police/Fire Services, Medical/Clinical leadership, Technology Services Division, Plant Operations, Standards Compliance and Health and Safety. Serve in appropriate roles (e.g. Duty Officer) when the HEOC is activated. Coordinate emergency response activities, information sharing and mutual aid resources. Prepares the Hospital's After-Action Reports (AAR) and Corrective Action Plans (CAP) in coordination with DSH-S and other hospital ESCs. Attends training to keep informed and knowledgeable of current and trending emergency management profession developments and innovative approaches and advances that could improve through technology/software systems, equipment, or facilities. (E)
20%	Interprets needs and formulates recommendations that impact program and policy areas and makes presentations to hospital partners, serves as exercise director, or controller/evaluator for other sites. Coordinates and implements exercises to test the effectiveness and efficiency of departmental emergency plans and responsiveness. Coordinates meetings/seminars related to departmental emergency preparedness and management functions. Serve as Liaison with other departmental divisions/units or outside agencies to coordinate departmental or statewide emergency management planning and exercises. (E)
10%	Perform various emergency preparedness and response activities, including, but not limited to administration of service contracts/procurement, record documentation and validation, satellite telephones, mobile operational facilities, and employee emergency notification systems in an emergency setting. May be asked to serve in a wide variety of positions in the Hospital Emergency Operations Center. In the event of a hospital declared emergency, incumbent may work extended hours, or be deployed to other DSH hospitals and State/Regional/Local Operations Centers to ensure coordination of mutual aid and DSH emergency event effectiveness in coordination with DSH-Sacramento. Performs other related duties as required as determined by the Hospital Health and Safety Officer. (M)
Other Information	<p><u>LICENSE OR CERTIFICATION</u></p> <p>Possession of a current, valid California Class C Driver's License.</p> <p>Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.</p> <p>The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to</p>

consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.



Supervisor's Signature

02/28/22

Date